

Internal Audit Compliance Checklist

**TABLE GAMES
TESTING PROCEDURES**

Licensee: _____ Review Period: _____

NGC Regulation 6.090(15) requires the internal auditor to use guidelines, checklists and other “criteria established by the Chair” in determining whether a Group I licensee is in compliance with applicable statutes, regulations, and Minimum Internal Control Standards (“MICS”). The use of this checklist satisfies these requirements.

Objectives:

To determine if controls for table games are adequate to ensure table games revenues are accurately stated in financial records and comply with the MICS.

Checklist Completion Notes:

- 1) Each step contains a parenthetical notation at the end of the step to designate the purpose of the step. Steps to ascertain compliance with a regulation or minimum standard will be followed by the appropriate regulation or standard. Steps to test the clerical accuracy of revenue will be followed by “Revenue.” Steps to determine whether assets were protected will be followed by “Asset Protection.”
- 2) The minimum standards quoted on this checklist are from Version 9 of the standards.
- 3) Document the completion of the procedures listed below. All exceptions noted should be carried to the Audit Report/Summary of Findings for timely follow-up. Indicate the workpaper reference in which the exception has been carried forward to, as applicable, in the “Exception/Comment” column.
- 4) Procedures for wagering accounts are addressed in both the Table Games and Cage and Credit Internal Audit Compliance Checklists and should be modified and performed, as applicable.
- 5) For licensees utilizing wagering accounts, procedures to be performed for reserve requirements are addressed in the Cage and Credit Internal Audit Compliance Walkthrough Checklist. Modify procedures as necessary.

Scope:

Unless otherwise indicated, select 1 day during the fiscal six-month period. **Indicate Test Date:** _____

MICS Variations and Regulation Waivers:

Review the MICS variations and regulation waivers scheduled during the table games walkthrough procedures. Modify and/or perform additional procedures as applicable. Note below the number of the procedures modified or added. Only the last two columns need to be completed if the remaining information is scheduled in the “Walkthrough Procedures Checklist”.

Date Approval Granted	MICS Number or Regulation	Description of Variation/Waiver Granted or Associated Equipment Approval	Number(s) of Procedure Modified or Added	W/P Ref. (if appl.)

✓ - Step completed without exception

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1. Review prior internal audit reports. Schedule any relevant exceptions cited, including those cited by the NGCB or the CPA, or include a copy of the prior audit reports in the workpapers and follow-up on any problems noted. Duplication of exceptions when the CPA is referring to exceptions reported in internal audit reports is not necessary.		
2. For one shift, trace the total opening table chip inventory on the master games summary to the total closing table chip inventory on the master games summary for the prior shift. Then trace the total closing table inventories to the total opening table inventories on the next shift. (Revenue)		
3. For one shift, trace opening table marker inventory on the master games summary to closing marker inventory on the master games summary from the prior shift. Then trace closing table marker inventories to the opening table marker inventories on the next shift in total. (Revenue) Note 1: Marker inventory includes outstanding rim inventory, if applicable. Note 2: If the table's chips, tokens, markers and outstanding rim credit is lumped into one total when performing testing procedure #2, then the marker inventory has been traced since it is included in the total table chip inventory. For this situation, indicate this procedure was performed in conjunction with the performance of #2 since the marker inventory is included in the table chip inventory total.		
4. For one shift, foot the restricted (locked box copies for manual systems, computer documentation for computerized systems) copies of the fill, credit, marker credit slips and the mass marker transfer forms (there is not a requirement that there be a restricted copy of this form) and trace to the totals on the master games summary. (Revenue) Note 1: For computerized systems, this procedure need only be done for one of the two test dates selected for the fiscal year. Note 2: Some licensees may include the marker credits and mass marker transfers in a separate column or columns on the master games summary and some may include them in the credit column.		
5. For one shift, determine if the gross revenue calculation has been properly computed on the master games summary for one game type total. Investigate variances using source documents. (Revenue) Note: For computerized systems, this procedure need only be done for one of the two test dates selected for the fiscal year. For manually-prepared games summaries, <u>all</u> game types must be footed and cross-footed for both test dates.		

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6. Examine the master games summary and any other applicable documents, to ensure that any free play and promotional items, including drawings and giveaway programs, were properly handled with respect to the computation of gross revenue. (Revenue)		
7. For the month in which a test day was selected, for one test day in which a contest/tournament was conducted, review the appropriate documentation including the monthly contest/tournament log summarizing total entry fees/rebuys and total payouts (cash and non-cash prizes) for the day. Determine that entry fees/rebuys and payouts are included in the monthly contest/tournament log. Note: If no contests/tournaments were offered in the month selected, then choose another month in which a contest/tournament was conducted. When after reviewing other months and no such activity is noted, it is acceptable to indicate that there were no contest/tournament activity noted in the time periods reviewed and then also indicate the results of an inquiry of such activity.		
8. For the test day in the previous procedure, verify that revenue from contests/tournaments were properly calculated for each event. Foot the revenue for each event in the month to determine that contest/tournament revenue was properly reported on the NGC tax return. NRS 463.0161 and Regulation 6.110(12) (Revenue) Note: The payouts paid out to participants must not be deducted from gross revenue in an amount that exceeds the entry fees. Additionally, a licensee shall calculate and report gross revenue on an independent, contest-by-contest or tournament-by tournament, basis and only upon the conclusion of the contest or tournament.		
9. Trace the cash drop on the master games summary, less any transfers, if applicable, to the casino cage accountability or cash summary sheets. (Asset Protection)		
10. Trace the marker credit column total (includes mass marker transfers, if applicable) on the master games summary to the cage/vault accountability.		
11. Trace all of the employees' names whose signatures appear on the count documentation to the quarterly count personnel list required by Regulation 6.130. Note: If the test day falls in the current quarter and an employee was hired during the current quarter, indicate the date the employee started in the count and complete the step for this employee during the next table games department contact.		
12. Trace gross revenue on the master games summary to the table games recap report. (Revenue)		

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<p>Test Date Selected:</p> <p>13. For the month in which a test day was selected, foot the daily gross revenue amount in the table games recap report and trace the footed total to the month-to-date total in the table games recap report. (Revenue)</p> <p>Note: If the table games recap report is a computerized document, footing need only be done for one of the two test dates selected for the fiscal year.</p>		
<p>14. For the month in the previous procedure, trace the month-to-date gross revenue per the table games recap report to the general ledger and monthly NGC tax return. Examine general ledger accounts for the propriety of any activity that affects reported revenue. (Revenue)</p>		
<p>15. For the monthly NGC tax return reviewed in the previous step, use the appropriate supporting documentation, including those documents used for wagering accounts, to verify other components of table games on the NGC tax return (excluding number of units).</p>		
<p>16. For the month in which cross-gaming area transactions occurred verify that revenue was properly reported for both gaming areas. (Revenue)</p> <p>Note: Cross-gaming area transaction may occur through mobile wallet/wagering instruments/vouchers.</p>		
<p>17. For the month in which cross-property transactions occurred, verify that revenue was properly reported for applicable gaming areas. (Revenue)</p>		
<p>18. For the month in which wagers attributable to multiple gaming areas (blended game with live dealer) occurred, verify that revenue was properly reported for applicable gaming areas. (Revenue)</p> <p>Example: Slots connected to table games with live dealer</p>		
<p>19. For the month in which a test day was selected, ensure the correct dollar amount of expired wagering instruments was included in the computation of revenue on the NGC tax returns. (Revenue)</p>		
<p>20. For the same month reviewed in the previous procedures, use the appropriate supporting documentation and perform calculations, if necessary, to verify the accuracy of the table games statistical analysis report required by Table Games MICS #168.</p>		

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21. If a computer is used to generate table games documentation, examine the system exception report for all computerized table games systems (e.g., fill/credit systems, marker systems) for propriety of transactions and unusual occurrences. The review should include, but is not limited to, void authorizations. (Asset Protection) Note: A system exception report documents when event data or system parameters are changed. This report may be titled with various names. This report documents data or parameters altered; data or parameter value prior to alteration; data or parameter value after alteration; date and time of alteration; and identification of user that performed alteration.		
22. Perform an inventory of all count room keys and drop box release, storage rack and contents keys. Compare to records of keys made, issued and destroyed. Make sure all keys are accounted for and there are no extra keys.		
23. For voided fills, credits and marker credits (with special attention to credit slips):		
a) Examine the slips to determine that the word "Void" is indicated on the original and first copy and that the cashier and one other person signed the original and first copy adjacent to the void indication. MICS #65		
b) For computerized voids, trace the void to the computerized transaction log. (Asset Protection)		
c) If a computerized system is used, review the computerized transaction log to ensure that all voids are supported by physical slips that have been voided. MICS #179c		
24. For voided markers:		
a) Examine the marker to determine that:		
1) The word "Void" is written across the original, issue slip (if available at the time of the void) and payment slip of the marker. MICS #15a		
2) The reason the marker is voided is documented on one part of the marker, or other document (e.g., a log) sufficiently identifying the marker. MICS #15b		
3) The date and time of the void is indicated on at least one part of the marker. MICS #15c		
4) Signatures on at least one part of the marker (adjacent to the void indication) of two pit personnel performing the void, at least one of whom is a pit supervisor. MICS #15d		

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b) For computerized voids, trace the void to the computerized transaction log. (Asset Protection)		
c) If a computerized system is used, review the computerized transaction log to ensure that all voided markers are supported by physical forms that have been voided. MICS #159c		
d) Determine if any voided marker was voided more than 30 minutes after the issuance of the marker. For those markers that were voided more than 30 minutes after the issuance of the marker, ensure that the reason for exceeding this time frame is documented and evaluate the legitimacy of the documented reason. MICS #16		
25. For all rim credit cards, perform the following steps:		
a) For rim credit settled via the issuance of a marker, trace the marker to the record of credit activity. (Asset Protection)		
b) Ensure that the outstanding rim credit was reduced to zero by the issuance of a marker or payment in full within 7 days from the last date of recorded rim credit activity. MICS #58		
c) Foot the rim credit balance increase/decrease on the rim card to ensure the clerical accuracy of the forms. (Asset Protection)		
26. For each computerized table games system, at the application level, obtain the user accessing listing:		
a) For computerized systems that have group membership (group profile), select five group profiles and determine whether the job functions (rights) assigned to the group profile are appropriate for the group. In addition, select one employee from each of the groups and determine whether the group profile is appropriate for the employee.		
b) For computerized systems that have individual profiles (profiles are customized for each employee), select ten employees, encompassing as many positions as possible, and determine whether the job functions (rights) assigned to each employee are appropriate for the employee.		
c) Verify that 5 terminated employees, which occurred during the review period, have been changed in the system from active to inactive status.		
d) Verify that 5 active employees have changed their passwords within the last 90 days.		

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